

27 November 1953

To: Director of Training

From: Management Training Division

The current Clerical Refresher courses were completed this week.
The next program will be for two weeks only, - 7 through 18 December.

[] is beginning next week a liaison survey with the offices and individuals we have been serving in Clerical Training. It is planned to hold three Clerical Training Institutes, for the discussion of clerical training requirements and programs, with selected groups of our customers on 11, 18, and 25 January.

The Human Resources Program will be presented to a top management group on 1, 7, and 8 December, at 2:30 in the Conference Room, Administration Building. Individual conferences will be held with the members of the group on 2, 3, and 4 December.

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CC. -

Chief, Management Training Division

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